

# California Energy Commission



**CLASSIFICATION:** Associate Energy Specialist (TED)  
Will consider an Energy Analyst

**TENURE:** Permanent

**TIME BASE:** Full Time

**SALARY:** Associate Energy Specialist (TED) \$4,532-\$5,632  
Energy Analyst Range A \$2,902-\$3,552  
Range B \$3,142-\$3,881  
Range C \$3,768-\$4,668

**LOCATION:** Energy Deployment and Market Facilitation Office  
Energy Research and Development Division

**FINAL FILING DATE:** Until Filled

## DUTIES/RESPONSIBILITIES:

Under the supervision of the Energy Commission Supervisor II (TED) and technical direction of the Energy Deployment and Market Facilitation Office's Team Lead(s), the incumbent serves as part of interdisciplinary and/or interdivisional teams to plan and implement the Energy Research and Development (R&D) Program. The incumbent will perform responsible, varied and complex technical and analytical work. Duties are performed at the full journey level. The goal of the R&D Program is to conduct research, development and demonstration (RD&D) to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent is knowledgeable of advanced green energy technologies and their complex relationship related to environmental issues.

While performing the duties described below, the incumbent will be required to work alone, work within a team, utilizing a personal computer and appropriate Energy Commission software such as the Microsoft suite of software, electronic mail and the Internet. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development. The incumbent will perform duties as follows:

- ☐ Develop, prepare, review and present technical analyses related to Deployment and Market Facilitation activities for meeting the state's green energy goals, on renewable resource technologies, and on the effectiveness of the various R&D program areas. Responsibilities will include the necessary technical analytical work to evaluate projects and accomplish project milestones, and follow up activities as necessary. Further responsibilities will include preparation of technical project concepts, plans, and milestones. Respond to requests for assistance and information from project proponents and others interested in energy policy and technologies. Organize, prepare, make presentations and lead workshops; write technical papers, research roadmaps and case studies for the Energy Commission.
- ☐ Provide contract and project management. The incumbent oversees funding agreements, work statements, individual work authorizations, budget, schedules for individual projects, measurable technical and economic objectives to determine project success and ensuring projects are in compliance with scope of work; prepares other materials necessary to finalize the funding

- ☐ agreement and contract document; establishes and maintains a technical and business relationship with the contractor; initiates and approves contract amendments; receives and reviews contractor's monthly progress reports and prepares an evaluation of the project; audits, processes and verifies invoices; conducts independent and in-depth technical reviews of the work conducted by the contractor; works directly with the contractor and makes project site inspections to ensure the project meets technical, fiscal, and administrative objectives; and briefs office, division, and Energy Commission management on the status of the project.
- ☐ Lead and assist in Deployment and Market Facilitation Office contract solicitations including developing solicitation business processes, preparing solicitation documents; preparing task activities and schedules; and reviewing and evaluating proposals. Activities will also include developing methodologies to focus solicitations on renewable related activities, developing and writing solicitation documents, assisting in conducting bidders' conferences, developing written summaries of evaluations prepared by consultants and state leads, and presenting proposed awards to management and Commissioners for approval.
- ☐ Review and inform management on forecasted expenditures and available funding balances for various contracts. The incumbent will provide fiscal information to management for resource allocation work plans and budget change proposals. Activities will also include collecting data and preparing budget change proposals to provide additional resources to implement new legislative mandates and address increased workload. These duties will require the incumbent to be familiar with relational databases and spreadsheet software.
- ☐ Perform other duties as required consistent with the specifications of this classification.

#### **WORKING CONDITIONS:**

Work is performed primarily in an office and hearing room environment and may require sitting for long periods of time. Work area is well lighted and ventilation is adequate. The noise level is sometimes high. Some travel is required to attend off-site meetings.

#### **DESIRABLE EXPERIENCE/QUALIFICATIONS:**

- ☐ Excellent interpersonal skills and expected to work within a large team environment.
- ☐ Ability to communicate complicated information in a simple, consumer-friendly manner.
- ☐ Ability to coordinate interdisciplinary projects.

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

**WHO MAY APPLY:** All interested eligible persons are encouraged to apply. Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.) and include RPA #350-060 and Position #3500-4056-001 in the explanation section of the STD. 678.**

**PLEASE NOTE:** *Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

#### **INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:**

California Energy Commission  
Personnel Services (RPA#350-060)  
1516 9th Street, M.S. #3  
Sacramento, CA 95814  
(916) 654-4309

[personnelservices@energy.ca.gov](mailto:personnelservices@energy.ca.gov)

**California Relay (Telephone) Service for the  
Deaf or Hearing-Impaired**  
**From hTDD Phones: 1-800-735-2929**  
**From Voice Phones: 1-800-735-2922**